WD.LAB REPORT

User Manual

Version 1.0.0 | Workstation edition
Webforest Digital, Araria, Bihar, India
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This manual names every screen and button the way they appear in the software. The program itself is in English. Records stay on this computer. They are not sent to a cloud account.

Button names below are written exactly as on the screen, for example Book order, Save settings, and Pay Commission.

1. What the software does

WD.LAB REPORT is a laboratory program for one computer. It covers the counter, the result bench, printing, and accounts.

- Register patients and book tests.
- Take payment, print a receipt, and print tube stickers.
- Enter results, approve a report, and print or send the PDF.
- Keep doctors, agents, and a test catalogue with prices and reference ranges.
- Show the day's work, dues, change, cost, and commission.
- Print the laboratory name, logo, colours, header, footer, and signatures.
- Back up the database, connect WhatsApp, and check the license.

Made by Webforest Digital. Main developer Mozo Dev. Graphics designer Mobassir Alam. Assistant developer Shayan Aqudas.

2. Install on Windows

2.1 Run the setup

The file to distribute is WD.LAB.REPORT-Setup.exe. Double-click it.

Windows may show Windows protected your PC. The setup is signed by Webforest Digital with a self-signed certificate. That warning still appears. Click More info, then Run anyway.

The setup window shows WD.LAB REPORT and Webforest Digital, with a progress bar. It closes any copy of the program that is already open, copies the files, adds a desktop shortcut and a Start menu shortcut, both named WD.LAB REPORT, and then opens the program.

2.2 Where it is installed

The program folder is inside the Windows user folder: AppData, Local, Webforest Digital, WD.LAB REPORT. The program file is WDLR.exe. Patient data is not inside the setup file. An update or a new install replaces the program and leaves the saved database on the computer.

2.3 Remove the program

Open Windows Settings, Apps, and remove WD.LAB REPORT. The removal message says saved laboratory records stay on this computer. Shortcuts and the uninstall entry are removed. The database is not deleted by that step.

3. First start: register this laboratory

The first time the program opens, before any account exists, the form Register this laboratory appears. It appears only once. Nothing else works until the license key is accepted by the license server.

- Laboratory name
- Contact person
- Mobile
- Email
- Laboratory address (shop or building, street, city, PIN)
- User ID
- Password
- Activation license key

The form also shows This computer ID. That ID belongs to this PC. The key is tied to it. Click Activate software. If the check fails, Re-check license appears so you can try again.

Keep the User ID, password, and license key written down in a safe place. The recovery key, described later, is the way back in if the ID or password is forgotten.

4. Sign in and sign out

4.1 Sign in

After registration, the program opens on Sign in. Type the laboratory Username and Password. The eye button shows or hides the password. Click Sign in. The line under the form shows the program version.

The copy on the form says records stay in the local database.

4.2 Forgot ID or password

Click Forgot ID or password. The form Reset sign-in asks for the Recovery key, a New ID, a New password, and Confirm password. Click Reset sign-in. This works without an internet connection. Back to sign in returns to the login form. The recovery key is created from System, Recovery key. If no key was saved, this form cannot reset the account.

4.3 The bar at the bottom

After sign-in, the status bar shows Ready, Local database, the program name and version, the clock, the signed-in user, and Sign out.

4.4 Sign out

Click Sign out, or press Alt+Q. The sign-in form comes back. Data is not deleted.

5. License

5.1 License lock

If the license is not active, blocked, invalid, expired, moved, or tampered with, the program shows a lock

screen instead of the menus. The title is License status. It shows the reason, the saved key in a shortened form, and This computer ID. Type the license key and click Activate, or click Check again.

A key works on the computer it was activated on. A new computer is accepted only after the administrator releases that key. Contact +91 79035 54767 or hello@webforest.digital.

5.2 License status

Open License, then License status. The card This workstation shows the message, Status (Active, Active - verify soon, or Not active), Type, Valid until (a date, or Lifetime), the masked License key, and the Hardware ID. If a key is saved, Verify with server contacts the license desk.

5.3 Activate license

Open License, then Activate license. If a key is already saved, the heading is Change license key. Otherwise it is Activate this computer. Enter the key and activate. Use the same key that was purchased.

5.4 Online checks

A normal check uses a signed reply from the license server at api.wdlabreport.com.

- Each time the program starts, it tries the server once.
- While the program stays open, a successful check is kept for 24 hours, then it checks again.
- If the server cannot be reached, it tries again about every 10 minutes.
- If the computer stays offline, the program keeps working for 15 days from the last successful check, then the lock screen appears.
- The key is not deleted when the lock appears. Connect the computer and use Check again or Activate.
- There is no separate Later grace window after those 15 days. The connect popup is not an extra free period.

The popup Connect this computer can appear when a check is due. Check now contacts the server. Later closes the popup for the moment. It does not extend the 15-day offline limit.

6. Menus

The menu bar is across the top.

Book order

Opens the counter. It is a button, not a submenu.

Records

- Patients
- Doctors
- Agent

Laboratory

- Result entry
- Saved reports
- Test catalogue

Accounts

- Overview
- Ledger

System

- Laboratory settings
- Activity log
- ID and password
- Recovery key
- WhatsApp
- Database backup
- Software update
- Restart software

License

- License status
- Activate license

Shortcut keys

Opens the shortcut list.

Help

- About
- What we do?
- How to use
- Note for Lab
- Support
- Copyright

7. Menu PIN

Laboratory settings has Menu PIN (optional). A PIN is 4 to 8 digits. Tick the menus to protect, then Save menu locks.

- Lock Accounts menu (Overview, Ledger).
- Lock Laboratory menu (Results, Reports, Catalogue).
- Lock License menu (Status, Activate).

If Accounts or Laboratory is ticked, the System menu locks as well. The note on the screen says System menu will stay locked while either option above is on. License can be locked on its own.

When a PIN already exists, Current PIN is required to change the locks or the PIN. New PIN (optional) and Confirm PIN set a replacement. Create PIN is the label the first time.

Opening a locked menu shows Enter PIN. Type the PIN and click Unlock, or Cancel. Forgot PIN asks for the Recovery key and then Disable locks. That turns the menu locks off. It uses the same recovery key as the sign-in reset.

Alt+M locks the protected menus again after they have been unlocked. Shortcut keys that open a locked menu still ask for the PIN.

Disable with recovery key on the settings page also turns the locks off.

8. Shortcut keys

These work from any screen, even while the cursor is in a field. Hold Alt and press the letter.

Daily work

- Alt+B Book order
- Alt+P Patients
- Alt+R Result entry
- Alt+S Saved reports

Records

- Alt+O Doctors
- Alt+A Agents
- Alt+T Test catalogue

Accounts

- Alt+H Overview
- Alt+L Ledger

System

- Alt+G Laboratory settings
- Alt+Y Activity log
- Alt+W WhatsApp
- Alt+U Software update
- Alt+K Database backup
- Alt+I License status
- Alt+N Activate license

General

- Alt+M Lock menus
- Alt+J Restart software
- Alt+Q Sign out

On any screen

- Ctrl+Enter runs the main button on the page, such as Book order or Save. It does not run while a popup is open.
- Esc closes an open popup.

9. Lists, search, and pages

Most tables share the same tools.

- A search box filters the rows on that page. Placeholders say what is searched, such as name, mobile, code, or order number.
- A page-size box, Prev, and Next move through long lists.
- Click a row to open it, where the row is marked as clickable.
- Pencil icons edit. Trash icons delete. Other icon buttons have a tooltip, such as view, WhatsApp, or PDF.

10. Book order

Book order is the counter. It has three columns: Patient, Tests, and Checkout.

10.1 Patient column

- Find an existing patient. Type a name, mobile, or code. A popup Existing patients lists matches. Click one to fill the form. Close leaves the popup.
- Full name, Mobile, Age with a unit of Years, Months, or Days, Gender (Male, Female, or Other), and Address.
- Referred by. Self, or a doctor. If the doctor has a commission, it is shown beside the name.
- Agent. None, or an agent. If an agent is chosen, an edit button appears: Set a flat commission for this order.
- Clear appears after a patient or tests are filled. It empties the bill and the patient fields.

Earlier due

If the selected patient still owes money, Earlier due shows the total and the bills. Type Amount received, choose Cash, UPI, Card, or BankTransfer, and click Collect due. Extra money above the due is kept as change to return.

Change to return

If the patient was given too much change on an earlier bill, Change to return shows the total. Type Amount returned, choose the mode, and click Return change. You can return part of it.

10.2 Tests column

Add test searches the catalogue. Only active tests are listed. Click a test to put it on the bill. The same test is not a second line by searching again in a way that duplicates the pick; remove it from checkout with the delete icon if it was added by mistake.

10.3 Checkout

The heading shows a count, such as x2, when tests are on the bill. Each line shows the test name, the price, and a delete icon.

- Discount. Choose Flat (rupees) or Per% (percent of the test total). The discount cannot be more than the test total. Percent is capped at 100.
- Amount received. With Received in full ticked, this box follows the net amount and cannot be typed. Untick it to type a smaller or larger amount.
- If the amount received is less than the net, the line says Due. If it is more, the extra is Change. That change stays until it is returned from this screen or from the patient record.
- Payment mode: Cash, UPI, Card, or BankTransfer.
- Reporting. Optional. Tick it, or click the Reporting text, to set a date and time. Apply saves it. Clear removes it. Leave it off and the receipt prints the reporting line blank. The time you choose is the time that prints. It is not shifted to another time zone.
- Book order shows the net amount on the button. Ctrl+Enter presses it. The patient is saved as part of the booking. A new order number, report number, invoice number, and one sample row are created. The barcode value is the lab order number.

10.4 Flat commission for this order

The edit button beside Agent opens Flat commission for this order. Type a rupee amount and click Apply. This replaces the agent's default commission for this bill only. Use default puts the agent's normal commission back. Other orders are not affected. Close or Esc leaves the popup.

When an agent is set, commission is paid to the agent, not the doctor. The referring doctor still prints on the report as Referred by.

10.5 What is frozen on that order

The test name, code, price, method, category, clinical notes, and remark are copied onto the order at booking. Later catalogue edits do not rewrite old bills.

The print look is also copied: laboratory name, address, phones, email, logo, watermark, header and footer text and colours, gradients, signatures, pathologist and technician text, margins, eco mode, office-copy choice, and the receipt note. Changing Laboratory settings later changes new orders only. Opening an old receipt or report still uses the look from the day that order was booked.

11. Receipt

After booking, print the receipt from Accounts, Overview, on the recent-order row: Receipt. The same row has Tubes and a WhatsApp icon, Send receipt on WhatsApp, and Cancel if the order is not already cancelled.

The receipt is an invoice cum cash receipt. It can print a Patient copy and, if Print office copy is on, an Office copy under a Cut here line.

What is printed

- Coloured header with the logo, or a small microscope mark if no logo has been saved with Save logo.
- Laboratory name, tagline, email, mobile or phone, and address.
- Header text from Laboratory settings, under the name, including line breaks.
- Patient name, address, age and sex, patient number, collection date, and reporting date and time if one was set.
- A barcode of the lab order number.
- A table of tests: S.No., Test Code, Test Name, Amount.
- Sub Total, Discount, Paid, and either Change or Due.
- A line for Authorised Signature.
- Receipt note, only if that box was filled and saved before this order was booked. It prints in small text at the bottom. A blank note prints nothing. Line breaks are kept.

Header and footer colours from settings colour the receipt bands. Patient details stay black.

Choosing a logo file does not store it. Click Save logo. Until then the receipt keeps the microscope mark. The settings preview can show a file before it is saved.

12. Tube stickers

On Overview, click Tubes on an order. The popup Tube stickers asks Number of tubes, from 1 to 48. The default in the box is 2. Click Print stickers or Cancel.

Every sticker uses the same barcode, the lab order number. The sticker shows the barcode, the code, the patient name, and the word Test. Size and position come from Laboratory settings: sticker width, height, and Shift up or down. Turn stickers off with Enable tube barcodes. When that box is off, the Tubes button is hidden and the barcode request is refused.

If tube barcodes are turned off in settings after an order was booked, the sticker size still follows the current sticker settings. Sticker size is a printer adjustment, not part of the frozen receipt look.

13. Patients

Open Records, Patients. The left card is Patient. The right list is Saved patients.

- Full name, Mobile, Age and unit (Years, Months, Days), Gender (Male, Female, Other), Address.
- Save patient stores the record. New patient clears the form. The list also has New patient.
- Search name, mobile, code.
- Click a row to load it. Due and Change appear when that patient still has money to collect or change to return, with Collect due and Return change, and the same payment modes as the counter.
- Delete asks for confirmation and lists what is still linked: orders, reports, receipts, and ledger lines.

Delete is blocked while Due is still to collect or Change is still to return. Clear that money first. If nothing is owed, deleting removes the patient from the register only. Old orders keep the name. If nothing is linked, the note says the patient is removed from the register.

14. Doctors

Open Records, Doctors. The form is Doctor. The list is Directory.

- Name, Specialisation, Commission as Per% or Flat, Mobile, Hospital.
- Save doctor, New doctor, and search.
- The list shows Code, Name, Specialisation, Mobile, and Commission.

Percent commission cannot be above 100. Flat commission is a rupee amount.

Delete lists linked orders. If commission is still on the ledger, the note says the commission stays under this doctor's name and deleting only removes the doctor from the directory. Old orders keep the name. A doctor with no links is removed from the directory.

15. Agents

Open Records, Agent. The form is Agent. The list is Agents.

- Name, Mobile, Commission as Per% or Flat, Address.
- Save agent and New agent. Search the list.

The agent number uses the Agent number format from Laboratory settings. Delete follows the same idea as doctors: linked orders stay, and commission already on the ledger stays listed. The person is removed from the directory.

On a booked order, an agent takes the commission instead of the referring doctor. The doctor name still prints on the report.

16. Test catalogue

Open Laboratory, Test catalogue. The form is Test. The list is Available tests.

16.1 The test

- Name, Code, Price.
- Cost (kit / outside purchase). The ledger subtracts this, and any referral commission, from sales.
- Category, chosen from the list already in the database.
- Method.
- Clinical notes. These print under the test on the report. They can still be edited on each report in Result entry.
- Save test. New test clears the form. The list shows Code, Test, Price, and Cost.

Remove this test from the catalogue asks for confirmation. Past orders keep their own copy of the name and price.

16.2 Parameters and reference ranges

Under the test form, Parameter adds the lines that appear on the report. Save the test first so the parameter has a test to belong to. Click the test in the list to see its parameters.

- Parameter name.
- Unit. Pick a unit, or add one from the unit list when New is offered.
- One or more ranges. Add more ranges adds another card. Remove deletes an extra card. The first card stays.
- Each range has Gender: Any, Male, or Female.
- Age from and Age to, each with Years, Months, or Days. Leave an age blank for Any.
- Low and High.
- Printed as. Optional text that replaces the low-high numbers on the report, for example a word range.
- Save Parameter.

The parameter table shows Parameter, Unit, and Reference. Edit and delete icons are on each row. Booking uses the range that matches the patient's gender and age. The range is copied onto the order, so a later change in the catalogue does not change an old report.

17. Result entry

Open Laboratory, Result entry. The left list is Pending reports: Order, Patient, and Cancel. The right side says Select an order to enter values until a row is clicked.

17.1 The result sheet

The sheet shows the patient name, order number, gender, age, and mobile. Each test has a table: Parameter, Value, Flag, Unit, Reference.

- Type the result in Value.
- Flag is calculated from the reference range: Normal, Low, High, CriticalLow, or CriticalHigh. Abnormal values are marked on the printed report.
- The pencil on a parameter opens Remark. It is a short note, up to 200 characters. Clear empties it. Save stores it and saves the sheet. The pencil looks active when a remark exists. The remark prints under that parameter.
- Clinical notes under each test can be edited here. They print under the test, with a line that the comments are for clinical correlation and are not a diagnosis or a treatment plan.

17.2 Buttons

- Save stores the values and notes without finishing the report.
- WhatsApp sends the report PDF. The report must be saved as a PDF first, which Approve does. WhatsApp must be connected.
- Ready sends the report-is-ready text message, not the PDF.
- Approve saves the values, marks the order complete, stores the report PDF, and opens it. That PDF is the one kept for Saved reports.

Only parameters with a value are printed. An empty value is left off the report. A test with no filled values is left off. At the end of the printed tests, the report draws End of the report.

Cancel on a pending row opens Cancel order. A reason is required, up to 200 characters. Money already received is recorded as a refund. Due on that bill becomes zero. The order status becomes Cancelled.

18. Saved reports

Open Laboratory, Saved reports. Search by patient or order number. Columns are Order, Patient, and Saved.

- The view icon opens the saved PDF.
- The WhatsApp icon marked PDF sends the report PDF. The tooltip is Send the report PDF on WhatsApp.
- The WhatsApp icon marked Ready sends the ready text. The tooltip is Tell the patient the report is ready.

The patient needs a mobile number. WhatsApp must show as connected. The message uses the templates on the WhatsApp screen.

Opening or sending a saved report uses the print look stored on that order. It does not pick up a colour or signature change made after the order was booked. Approving again builds the PDF again, still with that order's original print look, and with the latest result values.

19. The printed report

The report is an A4 PDF.

Header

- A coloured band, one colour or a gradient, from Laboratory settings.
- Logo, if Save logo was used.
- Laboratory name and tagline.
- Header text, with each line break kept.
- Regd. No. when a registration number is stored on the laboratory profile.
- Phone, email, and address with small icons.
- If Disable software header is ticked, that band is left off and Top blank leaves empty centimetres for pre-printed paper.

Patient block

- Patient title and name, Age / Sex, Referred by (or Self), Address when it exists.
- Barcode, Patient No, Sample collected, and Reported on.

Results

- Test name, category, method, and remark when those were filled.
- Columns TEST, VALUE, UNIT, REFERENCE.
- A remark under the parameter name when one was entered.
- Clinical notes when filled.
- Eco mode keeps the next test on the same page. With eco mode off, each test starts on a new page.

Footer and page number

- The page number always prints. Disable software footer does not remove it.
- With the software footer on, the number sits above the coloured footer band, and the band stays at the page edge.
- With the software footer off, only the page number prints in the footer, and Bottom blank is the gap from the page edge up to the number.
- Lab technician block on the left, pathologist block on the right, unless Disable on the report is ticked for that side.

- Each block prints only the filled lines, in this order under the signature image: Name, Qualification, Designation, Registration. Empty boxes are skipped. There is no blank signature line when no image was saved.
- The image sits centred above the text, not beside it. Left / right and Up / down move the whole block, in millimetres. Negative is left or up. Positive is right or down.
- Footer text prints in the colour band, one centred line per line break. If footer text is empty, the report prints Please correlate clinically.
- A watermark, if saved, sits behind the page at the size and opacity from settings.

20. Overview

Open Accounts, Overview. Five figures:

- Patients on record
- Orders today
- Reports pending
- Amount due
- Change to return

Recent orders lists Order, Patient, When, Status, Total, and Payment. A cancelled order shows the reason. Payment shows Cancelled, or Change and the amount, or the payment status.

Row buttons: Receipt, Tubes (when barcodes are enabled), WhatsApp for the receipt, and Cancel. Book an order jumps to the counter.

21. Ledger

Open Accounts, Ledger. Filters are From, To, Doctor (All, Self, or one doctor), Payment (All, Paid, Partially paid, Unpaid, Cancelled), Apply, and Search. Search covers order, patient, doctor, method, and amount. Press Enter in Search or click Apply.

The default dates are the first day of this month through today.

21.1 Money received

Cash, UPI, card, and bank transfer taken on the selected dates. A due collected later is counted on the day it was received, not on the day of the original bill. Each mode is a figure, plus Total received.

21.2 Summary figures

- Sales
- Cost
- Commission
- Remaining, which is sales after kit or outside cost and referral commission
- Refund

21.3 Test cost

One row per test: Test, Orders, Sales, Cost, Commission, Remaining. If the period has no tests, the screen says to set cost on each test in the catalogue.

21.4 Referral commission

Doctors only. Orders that have an agent are listed under Agent commission instead. Columns: Doctor,

Commission, Orders, Billing, Earned, To pay. Pay Commission asks you to confirm the amount. It sets that unpaid balance to zero. Bills already paid stay paid. Commission on new orders starts again from here.

21.5 Agent commission

The same columns for agents, and the same Pay Commission button. When an agent is set on the order, commission goes to the agent. The referring doctor still prints on the report.

21.6 Invoices

The heading states due still to collect, change still to return, and refunds from cancelled orders. Columns: Invoice (with the order number), Patient (with the patient number), Doctor, Agent, Total, Paid, Method, Due, Change, Refund, Commission, and Status. A cancelled invoice also shows the reason.

22. Laboratory settings

Open System, Laboratory settings. Three columns, plus number formats and Save settings at the bottom. The third column is Dummy report. It updates as you type. It does not save by itself. The sample patient on that page is fixed: it is not a real patient. The preview is not stuck to the screen. It scrolls with the page.

Logo, watermark, and signature files show in the preview as soon as you choose them. They are stored only when you click their own Save button.

22.1 Logo

Printed on the report header and, when saved, on the receipt. PNG, JPEG, WEBP, or GIF, up to 2 MB. Save logo stores it. The remove icon clears it. The toast says it will appear on reports. A file that was only chosen, and not saved, is not on the receipt.

22.2 Report watermark

A faint image behind every report page. A logo on a transparent PNG works best. Size is the width on an A4 page, from 15 to 80 percent. Opacity 12 is faint. 80 is strong. Save watermark and the remove icon. Size and opacity are stored with Save settings.

22.3 Laboratory

- Name
- Tagline
- Mobile
- Email
- Address

22.4 Report header

Shown under the lab name on the report and the receipt. Header text is a box of several lines. Line breaks are kept on the report, the receipt, and the dummy preview. Header colour and Gradient end are colour pickers. Use a gradient turns the blend on. A small band preview sits under the controls.

Orders already saved keep this text, the colours, and the rest of the look they were created with.

22.5 Report footer

Shown above the signatures when the software footer is on. Footer text, Footer colour, Gradient end, and Use a gradient. Line breaks in the footer text become separate centred lines.

22.6 Receipt

- Print office copy. The patient copy always prints. This adds the office copy on the same page.
- Receipt note. Optional, up to 400 characters. Leave it blank and the receipt prints no note. A filled note prints in small text at the bottom of receipts for orders booked after you click Save settings.

22.7 Tube barcodes

- Enable tube barcodes.
- Sticker width (mm), 15 to 80. Default 25.
- Sticker height (mm), 15 to 100. Default 50.
- Shift up or down (mm), from -20 to 30. Zero is the normal position. A positive number moves the stickers down. A negative number moves them up, so they line up on a pre-cut gum sheet.

22.8 Eco mode

Enable eco mode. When a test ends, the next test starts on the same page. Leave this off to start each test on a new page.

22.9 Own letterhead paper

- Disable software header (no logo, lab name, address). Top blank is then used, from 0 to 15 cm.
- Disable software footer (no footer text or signatures). The page number still prints. Bottom blank, 0 to 15 cm, sets how far that number sits from the page edge when the software footer is off.

22.10 Pathologist

Disable on the report hides the whole right-hand block. Otherwise only filled boxes print: Name, Qualification, Designation, Registration. An empty name stays empty. It is not replaced with the word Doctor.

Signature: choose an image, Save signature, or remove it. PNG, JPEG, WEBP, or GIF, up to 2 MB. Left / right (mm) and Up / down (mm), from -40 to 40.

22.11 Lab technician

The same fields as the pathologist, printed on the left. Disable on the report hides that whole block. Empty boxes are not printed and are not replaced with the words Lab Technician.

22.12 Dummy report

A small A4-style page. It shows the laboratory name, tagline, contacts, logo, watermark size and opacity, header and footer colours and gradients, header and footer text, both signature blocks, offsets, the disable ticks, hidden header or footer, top and bottom blank, and the page number. Use it to judge the PDF before you save.

22.13 Number format

Separate cards for Patient, Lab order, Invoice, and Agent. Each has Prefix, Separator, Digits, and Include the year. The line Next shows the following number. Numbers already issued stay as they are. Save settings stores these with the rest of the form.

22.14 Save settings

Save settings writes the text, colours, ticks, margins, sticker sizes, number formats, pathologist text, and

technician text. It does not upload a logo, watermark, or signature by itself. Those have their own Save buttons. After a save that changes the print look, only orders booked from then on use the new look.

23. Activity log

Open System, Activity log. It lists sign-in, orders, prints, settings changes, and other actions on this computer. Columns: When, User, Action, Area, and Details. Search user, action, details. Refresh reloads the list. The list keeps the latest entries, up to a few hundred.

24. ID and password

Open System, ID and password.

- Current ID is shown and cannot be edited in that box.
- New ID. Leave blank to keep the current ID.
- Current password is required.
- New password. Leave blank to keep the current password.
- Confirm new password.
- Save sign-in details.

25. Recovery key

Open System, Recovery key. If a key already exists, the screen says a new one replaces it. Generate and download creates a key, downloads it, and shows it on screen. Copy key puts it on the clipboard. Store the file somewhere that is not only this computer. The key resets a forgotten ID or password, and it can disable menu locks. It works offline.

26. WhatsApp

Open System, WhatsApp. The screen shows a status line. When a QR code is available it appears in the frame. On the phone, open WhatsApp, linked devices, and scan the code.

- Show QR again starts a fresh code.
- Disconnect appears after the account is linked. It logs that WhatsApp session out.

The status refreshes every few seconds while this screen is open.

Message templates

Three boxes: Report PDF, Report is ready, and Receipt PDF. Save templates stores them.

- {name} becomes the patient name.
- {number} becomes the order or report number.
- {lab} becomes the laboratory name.

Sending from Overview, Result entry, or Saved reports uses these texts. If WhatsApp is not scanned, the program asks you to scan it from System first. A patient with no mobile number cannot be sent a message.

27. Database backup

Open System, Database backup.

27.1 Automatic backup

Saves a new encrypted copy on a schedule. The program must be open at the chosen time. Older backup files are kept.

- Turn on automatic backup.
- How often: Daily, Weekly, or Monthly.
- Weekly asks for a weekday, Sunday through Saturday.
- Monthly asks for a day of the month, 1 to 28, so February still runs.
- Time, using this computer's clock. The suggested time is 21:00 until you change it.
- Save backup files in: type a full folder path, or Choose folder.
- Save automatic backup stores the schedule. A status line shows the last result.

27.2 Download

Download backup saves an encrypted copy of the whole database: patients, orders, results, accounts, settings, and the license. A file that has been edited by hand cannot be restored. On the desktop program the file is saved in the Downloads folder. The file type is .wdlr.

27.3 Restore

Choose a .wdlr file and click Restore backup. This replaces the current database. You will need to sign in again. Restore only a file this program created.

28. Software update

Open System, Software update, or click Check for updates on the About page. The screen shows the installed version and edition. Check for updates contacts the update source.

An update installs the new program only. Patients, bills, results, reports, prices, reference ranges, laboratory settings, signatures, and the license stay on this computer. A backup before an update is optional but wise.

If a newer version exists, the screen asks Update to WDLR and that version, shows any notes, and offers Update. On the installed desktop program the package is saved for you. In a browser session it downloads inside the program. Saved laboratory data stays on this computer.

29. Restart software

System, Restart software, or Alt+J. The program closes and opens again. Saved records stay on this computer. Use this after an update file has been saved, or if a window will not refresh.

30. Help menu

30.1 About

Shows the version and edition, a short description, Webforest Digital, the site webforest.digital, and the team: Mozo Dev., Mobassir Alam, and Shayan Aqudas. Check for updates jumps to Software update.

30.2 What we do?

A stationery offer from Webforest Digital: letterhead, visiting card, lab report pad, prescription pad, bill book, registration form, file, tube stickers, barcode labels, banner, flex, stamp, envelopes, ID cards, and brochure. Phone +91 79035 54767.

30.3 How to use

A short day plan: book the order, use Records to edit people, enter and approve results, read Overview

and Ledger, set up System, and activate the license. This user manual is the full version of that page.

30.4 Note for Lab

The catalogue and reference ranges supplied with the software are not guaranteed as medical fact. The laboratory must check prices, ranges, units, and methods before issuing a report. Webforest Digital is not responsible for harm from data the laboratory left unchecked. Privacy of the records is the laboratory's responsibility.

30.5 Support

WhatsApp and mobile +91 79035 54767, email hello@webforest.digital, Webforest Digital, Araria, Bihar, India 854311. The phone numbers on the screen are links.

30.6 Copyright

Copyright 2026 Webforest Digital. The name, logo, screens, and license system belong to the company. A license key allows one activated computer to run the program. It does not transfer ownership and it is not for a second computer unless the administrator releases the key.

31. A normal working day

- Sign in.
- Book order. Find or type the patient, choose the doctor or agent, add tests, set discount and payment, set reporting time only if you want it on the receipt, and click Book order.
- From Overview, print Receipt and Tubes, or send the receipt on WhatsApp.
- When the sample is analysed, open Result entry, type values and any remarks, edit clinical notes if needed, click Save while the work is in progress, then Approve.
- Print the PDF, or send it from Saved reports. Send Ready when you only want to tell the patient to collect the report.
- Collect an old due from the patient screen or from Book order when that patient is selected.
- Return change the same way, for the amount you actually handed back.
- Use Ledger to see the month, and Pay Commission only when you have really paid that doctor or agent.
- Sign out at the end of the day. If automatic backup is on, leave the program open at the backup time.

32. Rules that prevent mistakes

- A patient cannot be deleted while due is unpaid or change is still to return.
- Cancel order needs a written reason. Money already taken becomes a refund on the ledger.
- Catalogue price changes do not rewrite old invoices.
- Settings changes do not rewrite the print look of orders already booked.
- Empty pathologist or technician boxes do not print, and they are not filled with a default title.
- Disable on the report removes that whole signature block.
- The page number is never turned off by the footer checkbox.
- Logo, watermark, and signatures need their own Save button.
- WhatsApp send needs a connected session and a patient mobile number.
- Restore backup replaces the whole database. Download a backup first if you might need the current data.
- Do not edit a .wdlr file. A changed file will not restore.

- One license key is for one computer until the administrator releases it.

33. Support

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